

Missouri Department of Transportation

Code: R05462

Title: District Planning Manager

Exemption Status: Exempt

Grade: 19

Job Description

Effective Date	04-01-2006
Replaces (Effective Date)	08-01-2004
General Summary	The district planning manager develops a district's 5-year construction and right of way program by identifying and prioritizing projects, balancing the construction budget, short and long- term planning, and development of public and private partnerships.
Minimum/Required Qualifications	Bachelors' Degree: Public or Business Administration, Civil Engineering, Community or Transportation Planning, Economics, Geography, or related field Registration as a Licensed Professional Engineer in the State of Missouri or as a Member of the American Institute for Certified Planners Six years of experience in transportation engineering or planning.
Supervisory Responsibilities	Full Supervision
Location	Central and District Offices - As assigned
Special Working Conditions/Job Characteristics	Job requires occasional, overnight travel.

Examples of Work

- (1) Develops project programming information as part of the Statewide Transportation Improvement Program (STIP) (the 5-year right of way and construction program) as well as short and mid-range needs.
- (2) Manages the STIP to ensure commitments are fulfilled and monitors STIP expenditures.
- (3) Identifies and prioritizes district highway needs.
- (4) Represents the district to regional planning partners, local officials and members of the public to identify and prioritize transportation needs; responds to regional concerns, conducts presentations, and attends local planning meetings.
- (5) Supervises planning and programming staff including making hiring and other employment-related decisions, assigning and reviewing work, disciplining employees and conducting performance management.
- (6) Identifies funding mechanisms for regional and state transportation goals and objectives; serves as a point of contact for innovative-finance inquiries and provides guidance to applicants.
- (7) Provides transportation planning expertise and technical assistance on project core teams and project

scoping teams.

- (8) Manages and conducts planning studies including corridor, environmental, investment and location studies.
- (9) Reviews roadway improvement plans for private development projects and zoning changes.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (11) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.